



# How to create a booking and enrol students

August 2020



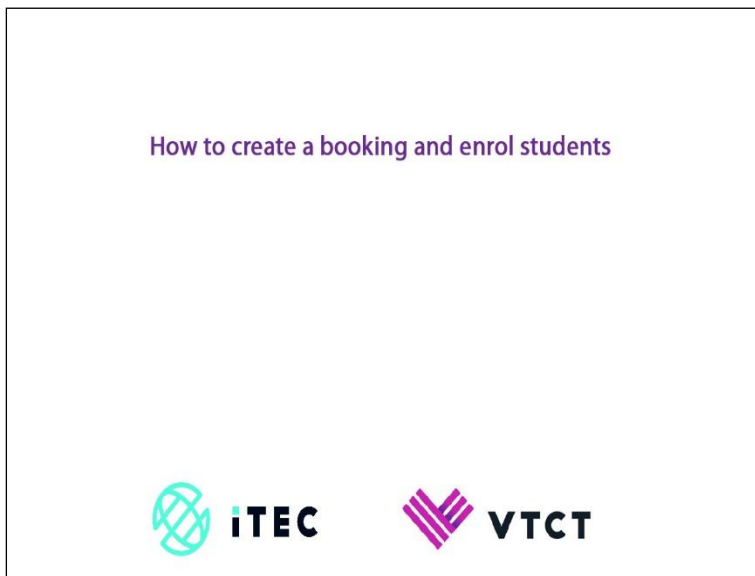
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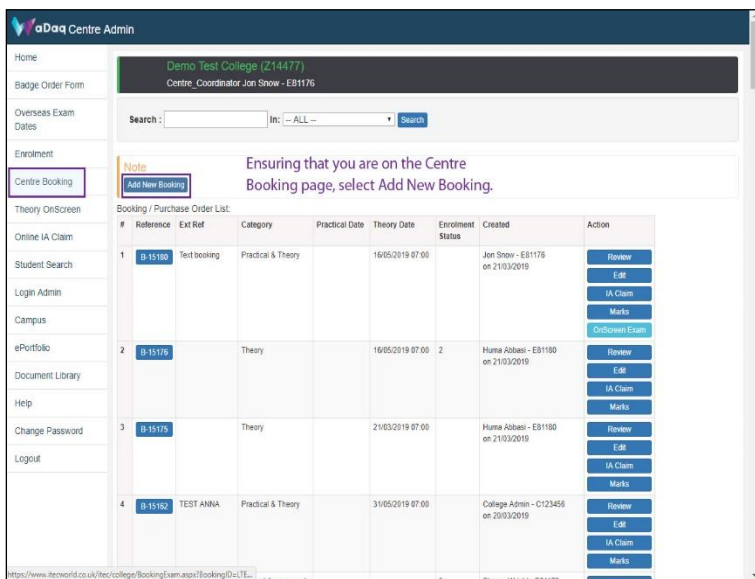
## 1. How to create a booking and enrol students

### Slide1



#### 1) How to create a booking and enrol students

### Slide2



#### 1) Ensuring that you are on the Centre Booking page, select Add New Booking.



### Slide3

**VaDaq Centre Admin**

Home: Demo Test College (Z14477)  
Centre Co-ordinator Jon Snow - E81176

College: Demo Test College Reference: Z14477 Email: jonsnow@vict.org.uk  
Phone: Fax: Website: VTCT

**Centre Booking**

External Reference  Give the booking a name.  
Invoice Required ☐

Centre Co-ordinator responsible for arranging courses

- ☐ Allison
- ☐ Amanda
- ☐ Chloe
- ☐ College
- ☐ Elaine
- ☐ Huma
- ☐ Ian
- ☐ Jane
- ☐ Jon Snow - E81176
- ☐ Laura
- ☐ Lyall
- ☐ Martin
- ☐ Paul
- ☐ Ruma
- ☐ Sharon
- ☐ Steve
- ☐ Test

Booking Category: -- Select --

Note

1) Give the booking a name.

### Slide4

**VaDaq Centre Admin**

Home: Demo Test College (Z14477)  
Centre Co-ordinator Jon Snow - E81176

College: Demo Test College Reference: Z14477 Email: jonsnow@vict.org.uk  
Phone: Fax: Website: VTCT

**Centre Booking**

External Reference  Booking guide  
Invoice Required ☐

Centre Co-ordinator responsible for arranging courses

- ☐ Allison
- ☐ Amanda
- ☐ Chloe
- ☐ College
- ☐ Elaine
- ☐ Huma
- ☐ Ian
- ☐ Jane
- ☒ Jon Snow - E81176
- ☐ Laura
- ☐ Lyall
- ☐ Martin
- ☐ Paul
- ☐ Ruma
- ☐ Sharon
- ☐ Steve
- ☐ Test

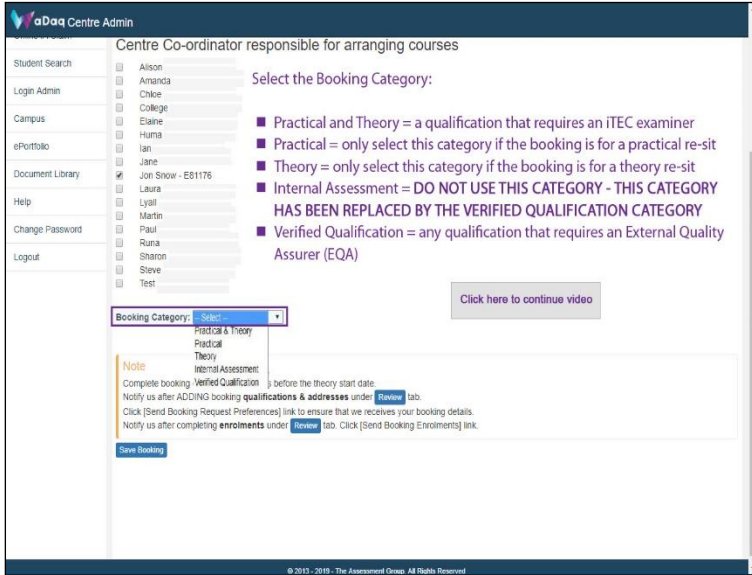
Select the centre co-ordinator responsible for arranging the course(s).

Booking Category: -- Select --

Note

1) Select the centre co-ordinator responsible for arranging the course(s).

## Slide5



**Vadaq Centre Admin**

Centre Co-ordinator responsible for arranging courses

Select the Booking Category:

- **Practical and Theory** = a qualification that requires an iTEC examiner
- **Practical** = only select this category if the booking is for a practical re-sit
- **Theory** = only select this category if the booking is for a theory re-sit
- **Internal Assessment** = DO NOT USE THIS CATEGORY - THIS CATEGORY HAS BEEN REPLACED BY THE VERIFIED QUALIFICATION CATEGORY
- **Verified Qualification** = any qualification that requires an External Quality Assurer (EQA)

Click here to continue video

Booking Category: **Practical & Theory**

**Note**  
Complete booking **Verified Qualification** before the theory start date.  
Notify us after **ADDING booking qualifications & addresses** under **Enrolments** tab.  
Click **[Send Booking Request Preferences]** link to ensure that we receives your booking details.  
Notify us after completing **enrolments** under **Review** tab. Click **[Send Booking Enrolments]** link.

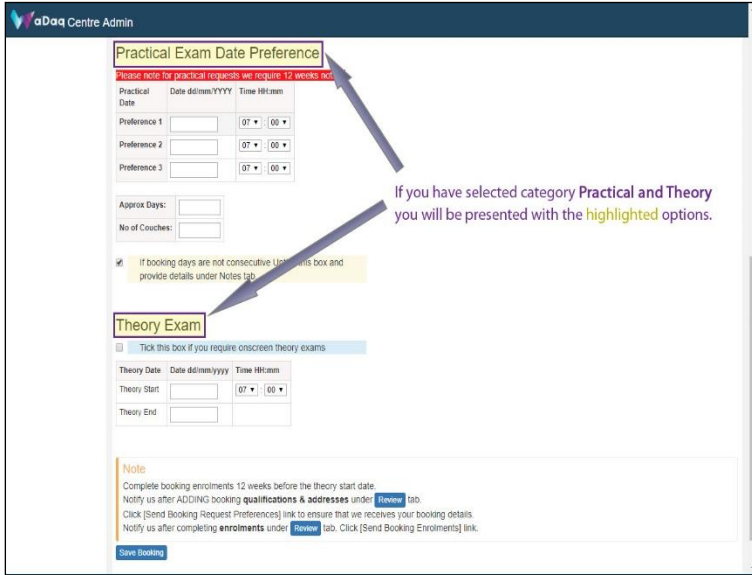
Save Booking

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### 1) Select the Booking Category:

- **Practical and Theory** = a qualification that requires an iTEC examiner
- **Practical** = only select this category if the booking is for a practical re-sit
- **Theory** = only select this category if the booking is for a theory re-sit
- **Internal Assessment** = DO NOT USE THIS CATEGORY - THIS CATEGORY HAS BEEN REPLACED BY THE VERIFIED QUALIFICATION CATEGORY
- **Verified Qualification** = any qualification that requires an External Quality Assurer (EQA)

## Slide6



**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice.

Practical Date:  Date dd/mm/yyyy Time HH:mm

Preference 1:  07 • 00 •

Preference 2:  07 • 00 •

Preference 3:  07 • 00 •

Approx Days:

No of Couchers:

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

**Theory Exam**

☐ Tick this box if you require onscreen theory exams

Theory Date:  Date dd/mm/yyyy Time HH:mm

Theory Start:  07 • 00 •

Theory End:

**Note**

Complete booking enrolments 12 weeks before the theory start date.

Notify us after ADDING booking qualifications & addresses under [Review](#) tab.

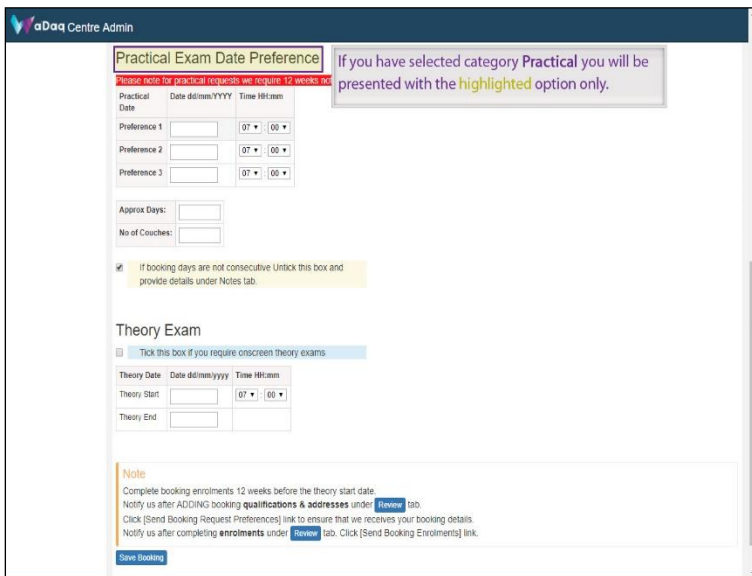
Click [Send Booking Request Preferences] link to ensure that we receives your booking details.

Notify us after completing enrolments under [Review](#) tab. Click [Send Booking Enrolments] link.

[Save Booking](#)

- 1) If you have selected category **Practical and Theory** you will be presented with options:  
**Practical Exam Date Preference** and **Theory Exam**.

## Slide7



**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice.

Practical Date:  Date dd/mm/yyyy Time HH:mm

Preference 1:  07 • 00 •

Preference 2:  07 • 00 •

Preference 3:  07 • 00 •

Approx Days:

No of Couchers:

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

**Theory Exam**

☐ Tick this box if you require onscreen theory exams

Theory Date:  Date dd/mm/yyyy Time HH:mm

Theory Start:  07 • 00 •

Theory End:

**Note**

Complete booking enrolments 12 weeks before the theory start date.

Notify us after ADDING booking qualifications & addresses under [Review](#) tab.

Click [Send Booking Request Preferences] link to ensure that we receives your booking details.

Notify us after completing enrolments under [Review](#) tab. Click [Send Booking Enrolments] link.

[Save Booking](#)

- 1) If you have selected category **Practical** you will be presented with option **Practical Exam Date**.



## Slide8

- 1) If you have selected category **Theory** you will be presented with the highlighted option **Theory Exam**.

## Slide9

- 1) If you have selected category **Verified Qualification** you will be presented with option **Theory Exam**.



## Slide10

**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1		07:00
Preference 2		07:00
Preference 3		07:00

Examiner dates/start times cannot be guaranteed at this stage. Due to this you are required to enter 3 dates and start times in order of preference. **NB:** The first date you will be able to select will be 12 weeks from the current date.

Approx Days:

No of Couchers:

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

[Click here to continue video](#)

**Theory Exam**

☐ Tick this box if you require onscreen theory exams

Theory Date	Date dd/mm/yyyy	Time HH:mm
Theory Start		07:00
Theory End		

**Note**

Complete booking enrolments 12 weeks before the theory start date.  
 Notify us after **ADDING** booking **qualifications & addresses** under [Review](#) tab.  
 Click [Send Booking Request Preferences] link to ensure that we receives your booking details.  
 Notify us after completing **enrolments** under [Review](#) tab. Click [Send Booking Enrolments] link.

[Save Booking](#)

- 1) Examiner dates/start times cannot be guaranteed at this stage. Due to this you are required to enter 3 dates and start times in order of preference. **NB:** The first date you will be able to select will be 12 weeks from the current date.

## Slide11

**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

To estimate the required examiner days please refer to the Lecturer guidance of the specific qualification(s). These guides can be located on the [ITEC website](#).

Approx Days:

No of Couchers:

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

[Click here to continue video](#)

**Theory Exam**

☐ Tick this box if you require onscreen theory exams

Theory Date	Date dd/mm/yyyy	Time HH:mm
Theory Start		07:00
Theory End		

**Note**

Complete booking enrolments 12 weeks before the theory start date.  
 Notify us after **ADDING** booking **qualifications & addresses** under [Review](#) tab.  
 Click [Send Booking Request Preferences] link to ensure that we receives your booking details.  
 Notify us after completing **enrolments** under [Review](#) tab. Click [Send Booking Enrolments] link.

[Save Booking](#)

- 1) To estimate the required examiner days please refer to the Lecturer guidance of the specific qualification(s). These guides can be located on the [ITEC website](#).





## Slide12

**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

Approx Days: 1

No of Couches:  Enter the number of couches available.

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

**Theory Exam**

☐ Tick this box if you require onscreen theory exams

Theory Date	Date dd/mm/yyyy	Time HH:mm
Theory Start		07:00
Theory End		

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
Notify us after ADDING booking **qualifications & addresses** under **Review** tab.  
Click [Send Booking Request Preferences] link to ensure that we receives your booking details.  
Notify us after completing **enrolments** under **Review** tab. Click [Send Booking Enrolments] link.

**Save Booking**

1) Enter the number of couches available.

## Slide13

**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/yyyy	Time HH:mm
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

Approx Days: 1

No of Couches: 6

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

**Theory Exam**

☒ Tick this box if you require onscreen theory exams

If on-screen theory exams are required ensure that you tick the box.  
If you require paper based exams leave the box unticked.

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
Notify us after ADDING booking **qualifications & addresses** under **Review** tab.  
Click [Send Booking Request Preferences] link to ensure that we receives your booking details.  
Notify us after completing **enrolments** under **Review** tab. Click [Send Booking Enrolments] link.

**Save Booking**

1) If on-screen theory exams are required ensure that you tick the box.

If you require paper based exams leave the box unticked.



## Slide14

**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/YYYY	Time HH:mm
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

Approx Days: 1  
No of Couches: 6

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

**Theory Exam**

☒ Tick this box if you require onscreen theory exams

Theory Date	Date dd/mm/yyyy	Time HH:mm
Theory Start	16/05/2019	07:00
Theory End		

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
Notify us after ADDING booking **qualifications & addresses** under [Review](#) tab.  
Click (Send Booking Request Preferences) link to ensure that we receives your booking details.  
Notify us after completing **enrolments** under [Review](#) tab. Click (Send Booking Enrolments) link.

[Click here to continue video](#)

[Save Booking](#)

### 1) For on-screen exams:

Select the theory start date (leave the start time as default, 7am). Although the first date you will be able to select will be 8 weeks from the current date, students can start to sit theory exams as soon as they have been enrolled on to the booking.

## Slide15

**Practical Exam Date Preference**

Please note for practical requests we require 12 weeks notice

Practical Date	Date dd/mm/YYYY	Time HH:mm
Preference 1	16/05/2019	07:00
Preference 2	17/05/2019	07:00
Preference 3	18/05/2019	07:00

Approx Days: 1  
No of Couches: 6

☒ If booking days are not consecutive Untick this box and provide details under Notes tab.

**Theory Exam**

☒ Tick this box if you require onscreen theory exams

Theory Date	Date dd/mm/yyyy	Time HH:mm
Theory Start	16/05/2019	07:00
Theory End		

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
Notify us after ADDING booking **qualifications & addresses** under [Review](#) tab.  
Click (Send Booking Request Preferences) link to ensure that we receives your booking details.  
Notify us after completing **enrolments** under [Review](#) tab. Click (Send Booking Enrolments) link.

[Click here to continue video](#)

[Save Booking](#) **Select Save Booking.**

### 1) Select Save Booking.



## Slide16

**Booking ID** B-15181 **External Ref** **Booking guide** **Centre** Demo Test College (Z14477)

**Category** Practical & Theory **Transfer** No **Application Date**

**Parent** **On Screen** Yes **Created By** Jon Snow - EB1176

**Theory Date** 16/05/2019 07:00 **Date Created** 21/03/2019 11:17

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical.  
Notify us after **ADDING booking qualifications & addresses**. Click [Send Booking Request Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Booking Qualification**

# Booking Qualification Language (Approx) No Student Of Students Count

**Select Qualification for Booking:**  
Qualification -- Select --  
Language English  
Number Of Students  
**Save**

**Note:** Please make sure you have added correct address types for Booking under **Address** Tab.

1) Ensuring that you are on the Qualification tab...

## Slide17

**Booking ID** B-15181 **External Ref** **Booking guide** **Centre** Demo Test College (Z14477)

**Category** Practical & Theory **Transfer** No **Application Date**

**Parent** **On Screen** Yes **Created By** Jon Snow - EB1176

**Theory Date** 16/05/2019 07:00 **Date Created** 21/03/2019 11:17

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical.  
Notify us after **ADDING booking qualifications & addresses**. Click [Send Booking Request Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Booking Qualification**

# Booking Qualification Language (Approx) No Student Of Students Count

**Select Qualification for Booking:**  
Qualification -- Select --  
Language English  
Number Of Students  
**Save**

**Note:** Please make sure you have added correct address types for Booking under **Address** Tab.

1) Select the first qualification for this booking.



## Slide18

**VaDaq Centre Admin**

**Note:**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical.  
Notify us after **ADDING** booking **qualifications & addresses**. Click [Send Booking Request Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Booking Qualification**

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
<b>Select Qualification for Booking:</b> Qualification: <b>Level 3 Diploma in Advanced Beauty Therapy (5009528/8) (VRQ Int Dip) - 195</b> Language: <b>English</b> <span>Select the appropriate language.</span> Number Of Students: <input type="text"/> <span>Enter the number of students for this qualification.</span> <b>Save</b>				

**Note:** Please make sure you have added correct address types for Booking under **Address** Tab

- 1) Select the appropriate language.
- 2) Enter the number of students for this qualification.

## Slide19

**VaDaq Centre Admin**

**Note:**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical.  
Notify us after **ADDING** booking **qualifications & addresses**. Click [Send Booking Request Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Booking Qualification**

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
<b>Select Qualification for Booking:</b> Qualification: <b>Level 3 Diploma in Advanced Beauty Therapy (5009528/8) (VRQ Int Dip) - 195</b> Language: <b>English</b> Number Of Students: <input type="text"/> <b>Save</b> <span>Select Save.</span>				

**Note:** Please make sure you have added correct address types for Booking under **Address** Tab

- 1) Select Save.



## Slide20

**VaDaa Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jan Snow - EB1176

Badge Order Form

Overseas Exam Dates

Enrolment

Centre Booking

Theory OnScreen

Online IA Claim

Student Search

Login Admin

Campus

ePortfolio

Document Library

Help

Change Password

Logout

**Booking Qualification**

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
1	Level 3 Diploma in Advanced Beauty Therapy (509/9528/6) - 195	English	3	

The qualification has been added.

Select Qualification for Booking:

Qualification: Level 3 Diploma in Advanced Beauty Therapy (509/9528/6) (VRQ, Int. Dep) - 195

Language: English

Number Of Students: 3

Repeat these steps to add additional qualifications and/or languages.

Save

Record saved

1) The qualification has been added.

## Slide21

**VaDaa Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jan Snow - EB1176

Badge Order Form

Overseas Exam Dates

Enrolment

Centre Booking

Theory OnScreen

Online IA Claim

Student Search

Login Admin

Campus

ePortfolio

Document Library

Help

Change Password

Logout

**Booking Qualification**

#	Booking Qualification	Language	(Approx) No Of Students	Student Count
1	Level 3 Diploma in Advanced Beauty Therapy (509/9528/6) - 195	Simplified Chinese	3	
2	Level 3 Diploma in Advanced Beauty Therapy (509/9528/6) - 195	English	3	

Select Qualification for Booking:

Qualification: Level 3 Diploma in Advanced Beauty Therapy (509/9528/6) (VRQ, Int. Dep) - 195

Language: Simplified Chinese

Number Of Students: 3

Save

1) Repeat steps in slides 18 and 19 to add additional qualifications and/or languages.



## Slide22

**Vadaq Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jon Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

Category	Transfer	Application Date
Practical & Theory	No	

Parent	On Screen	Created By
	Yes	Jon Snow - EB1176

Theory Date	Date Created
15/05/2019 07:00	21/03/2019 11:17

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after ADDING booking **qualifications & addresses**. Click [Send Booking Request/Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Add Booking Address** Go to the Address tab...

Address Type:   
Address:   
Note:   
**Save**

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	801	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019

**Note:** Please make sure you have added **Results/Cert Delivery, Theory Papers Delivery, & Practical Exam** addresses according to booking type.

1) Go to the Address tab...

## Slide23

**Vadaq Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jon Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

Category	Transfer	Application Date
Practical & Theory	No	

Parent	On Screen	Created By
	Yes	Jon Snow - EB1176

Theory Date	Date Created
15/05/2019 07:00	21/03/2019 11:17

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after ADDING booking **qualifications & addresses**. Click [Send Booking Request/Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Add Booking Address** Select the address type:

Address Type:   
Address:   
Note:   
**Save**

☒ Practical Exam  
☐ Theory papers Delivery (for paper based only)

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	801	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019

**Note:** Please make sure you have added **Results/Cert Delivery, Theory Papers Delivery, & Practical Exam** addresses according to booking type.

1) Select the address type:

- Practical Exam
- Theory papers Delivery (for paper based only)



## Slide24

**Vadaq Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jan Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

Category	Transfer	Application Date
Practical & Theory	No	

Parent	On Screen	Created By
	Yes	Jan Snow - EB1176

Theory Date	Date Created
15/05/2019 07:00	21/03/2019 11:17

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after ADDING booking **qualifications & addresses**. Click [Send Booking Request/Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Add Booking Address**

Address Type: Practical Exam

Address:  Select the address.

Note:

**Save**

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	801	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019

**Note:** Please make sure you have added **Results/Cert Delivery, Theory Papers Delivery, & Practical Exam** addresses according to booking type.

1) Select the address.

## Slide25

**Vadaq Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jan Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

Category	Transfer	Application Date
Practical & Theory	No	

Parent	On Screen	Created By
	Yes	Jan Snow - EB1176

Theory Date	Date Created
15/05/2019 07:00	21/03/2019 11:17

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after ADDING booking **qualifications & addresses**. Click [Send Booking Request/Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Add Booking Address**

Address Type: Practical Exam

Address:  Demo house Demo Street Demo town E12 8LL London Spain

Note:  Add any additional notes, for example specific requirements for a courier delivering paper exams.

**Save**

Address Type	Address ID	Address	Note	Date Created
1 Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
2 Results/Cert Delivery	801	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019

**Note:** Please make sure you have added **Results/Cert Delivery, Theory Papers Delivery, & Practical Exam** addresses according to booking type.

1) Add any additional notes, for example specific requirements for a courier delivering paper exams.





## Slide26

**VaDaq Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jon Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after ADDING booking **qualifications & addresses**. Click [Send Booking Request/Preferences] link under **Review** tab.  
**IMPORTANT:** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Add Booking Address**

Address Type: Practical Exam  
Address: Demo house Demo Street Demo town E12 8LL London Spain  
Note:   
**Save** Select Save.

Address Type	Address ID	Address	Note	Date Created
Practical Exam	801	Demo house Demo Street Demo town E12 8LL London Spain		21/03/2019
Results/Cert Delivery	801	Demo house Demo Street Demo town E12 8LL London Spain	System:Auto	21/03/2019

**Note:** Please make sure you have added **Results/Cert Delivery, Theory Papers Delivery, & Practical Exam** addresses according to booking type.

1) Select Save.

## Slide27

**VaDaq Centre Admin**

Home: Demo Test College (214477)  
Centre, Coordinator Jon Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181			Demo Test College (214477)

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after ADDING booking **qualifications & addresses**. Click [Send Booking Request/Preferences] link under **Review** tab.  
**IMPORTANT:** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Booking Enrolment** Go to the Add Student tab.

Select Qualification: -- Select Qualification --  
-- Select Qualification --

**Add New Student:**  
First Name:   
Last Name:   
External Reference:   
Email:

**Add Existing Student:**  
Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.  
Search:  Search Existing Student

1) Go to the Add Student tab..





## Slide28

1) Select the qualification that you want to enrol the student on to.

## Slide29

1) For any qualification that contains optional units you must select the optional units that the students **ARE NOT STUDYING**.



### Slide30

**Booking Enrolment**

Bulk Import

Select Qualification:  
Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 English

Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 English

RED indicates compulsory units. Green indicates optional units. If student is not required enrolment in any optional unit tick the **Disable** check box next to optional unit.

Disable	Qualification Unit
<input type="checkbox"/>	813 Monitor and Maintain Health and Safety Practice in the Salon
<input type="checkbox"/>	819 Working in The Beauty Related Industries
<input type="checkbox"/>	821 Client Care And Communication in Beauty Related Industries
<input type="checkbox"/>	822 Provide Body Massage
<input type="checkbox"/>	823 Provide Body Electrotherapy Treatments
<input type="checkbox"/>	824 Provide Facial Electrotherapy Treatments
<input type="checkbox"/>	825 Provide Massage Using Pre-Blended Aromatherapy Oils
<input type="checkbox"/>	826 Apply Stone Therapy Massage
<input type="checkbox"/>	827 Provide Indian Head Massage
<input checked="" type="checkbox"/>	828 Provide Electrical Epilation
<input checked="" type="checkbox"/>	829 Provide Spa Treatments
<input checked="" type="checkbox"/>	830 Monitor And Maintain Spa Area
<input checked="" type="checkbox"/>	851 Apply Microdermabrasion
<input checked="" type="checkbox"/>	826 Explore The Origins Of Massage And Principles Of Complementary And Alternative Medicine

These two units have **NOT BEEN SELECTED** which means that the student **IS STUDYING THESE TWO UNITS**.

[Click here to continue video](#)

- 1) In this example, the two highlighted units have **NOT BEEN SELECTED** (haven't been ticked) which means that the student **IS STUDYING THESE TWO OPTIONAL UNITS**.

### Slide31

Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 English

<input type="checkbox"/>	825 Provide Massage Using Pre-Blended Aromatherapy Oils
<input type="checkbox"/>	826 Apply Stone Therapy Massage
<input type="checkbox"/>	827 Provide Indian Head Massage
<input checked="" type="checkbox"/>	828 Provide Electrical Epilation
<input checked="" type="checkbox"/>	829 Provide Spa Treatments
<input checked="" type="checkbox"/>	830 Monitor And Maintain Spa Area
<input checked="" type="checkbox"/>	851 Apply Microdermabrasion
<input checked="" type="checkbox"/>	826 Explore The Origins Of Massage And Principles Of Complementary And Alternative Medicine

Group: 1 ☐ Paper based exams only:

**Add New Student:**

\*First Name

Last Name

External Reference

Email

\*DOB dd/mm/yyyy

Gender ☐ M ☐ F

ULN

[Save New Student](#)

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search  Search Student

- 1) Group (for paper based exams only)



### Slide32

**Add New Student:**

First Name:

Last Name:

External Reference:

Email:

DOB:

Gender: ☐ M ☐ F

ULN:

[Save New Student](#)

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search:

If you have selected to conduct paper based exams, you need to consider how many students you can accommodate per exam session. For example:

[Click here to continue video](#)

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- 1) If you have opted to conduct paper based exams, you need to consider how many students you can accommodate per exam session. For example:

### Slide33

**Add New Student:**

First Name:

Last Name:

External Reference:

Email:

DOB:

Gender: ☐ M ☐ F

ULN:

[Save New Student](#)

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search:

If your exam room can accommodate 10 students, and you are going to be adding 20 students for the qualification, you will need to add the first 10 students under group one and then add the additional 10 students under group 2. This is to ensure that each group of students receive different exam papers.

[Click here to continue video](#)

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- 1) If your exam room can accommodate 10 students, and you are going to be adding 20 students for the qualification, you will need to add the first 10 students under group one and then add the additional 10 students under group 2. This is to ensure that each group of students receive different exam papers.



### Slide34

The screenshot shows the 'aDaq Centre Admin' interface. At the top, there is a list of tasks with checkboxes. Below this, there are two main sections: 'Add New Student' and 'Add Existing Student'. The 'Add Existing Student' section is highlighted with a red box. It contains a note: 'Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.' Below the note, there is a search bar with the text 'Search Existing Student' and a dropdown menu for 'Ref: First Name'. To the right of the search bar is a button labeled 'Search Existing Student'. Below the search bar, there is a message: 'You can now either:' followed by two bullet points: 'add a new ITEC student' and 'add an existing ITEC student'.

1) You can now either:

- add a new ITEC student
- add an existing ITEC student

### Slide35

The screenshot shows the 'aDaq Centre Admin' interface. At the top, there is a list of tasks with checkboxes. Below this, there are two main sections: 'Add New Student' and 'Add Existing Student'. The 'Add Existing Student' section is highlighted with a red box. It contains a note: 'Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.' Below the note, there is a search bar with the text 'Search Existing Student' and a dropdown menu for 'Ref: First Name'. To the right of the search bar is a button labeled 'Search Existing Student'. Below the search bar, there is a message: 'Enter the student's existing ITEC student reference number.'

1) Add an existing student:

Enter the student's existing ITEC student reference number.



### Slide36

**aDaq Centre Admin**

Group: 1

**Add New Student:**

\*First Name

Last Name

External Reference

Email

\*DOB dd/mm/yyyy

Gender ☐ M ☐ F

ULN

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search: a62079  ITEC Student Reference  Search Existing Student

Select 'ITEC Student Reference' from the dropdown field.

Save New Student

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1) Select 'ITEC Student Reference' from the dropdown field.

### Slide37

**aDaq Centre Admin**

Group: 1

**Add New Student:**

\*First Name

Last Name

External Reference

Email

\*DOB dd/mm/yyyy

Gender ☐ M ☐ F

ULN

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search: a62079  ITEC Student Reference  Search Existing Student

Select Search Existing Student.

Save New Student

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1) Select Search Existing Student.



### Slide38

**aDaa Centre Admin**

Group: 1 ▼

**Add New Student:**

First Name:

Last Name:

External Reference:

Email:

\*DOB:

Gender: ☐ M ☐ F

ULN:

**Add Existing Student:**

Note: For existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search: 002079 |  |

Student Name	DOB	Email
1 Demo test2 - 002079	01/01/1999	

If a record is found, first check that the name, date of birth and/or email address is correct.

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1) If a record is found, first check that the name, date of birth and/or email address is correct.

### Slide39

**aDaa Centre Admin**

Group: 1 ▼

**Add New Student:**

First Name:

Last Name:

External Reference:

Email:

\*DOB:

Gender: ☐ M ☐ F

ULN:

**Add Existing Student:**

Note: For existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search: 002079 |  |

Student Name	DOB	Email
1 Demo test2 - 002079	01/01/1999	

If you are satisfied that the record is the correct student then select Save Existing Student.

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1) If you are satisfied that the record is the correct student then select Save Existing Student.

If there are any inconsistencies, and you are satisfied that the student reference number you have entered is correct, please contact us before adding the student [registration@vtct.org.uk](mailto:registration@vtct.org.uk)



## Slide40

The student has been added.

**Record saved**

**Add New Student:**

\*First Name

Last Name

External Reference

Email

\*DOB

Gender ☐ M ☐ F

ULN

**Add Existing Student:**

Note: For existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search  [i] ITEC Student Reference

Student Name	DOB	Email	
1 Demo test2 - E82079	01/01/1999		<input type="button" value="Edit"/> <input type="button" value="Save Existing Student"/>

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1) The student has been added.

## Slide41

**Add New Student:**

\*First Name

Last Name

External Reference

Email

\*DOB

Gender ☐ M ☐ F

ULN

**Add Existing Student:**

Note: For existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search  [i] First Name

To add a new student, complete the mandatory fields.

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1) To add a new student, complete the mandatory fields.

- a) First name
- b) Last name
- c) DOB (date of birth)





## Slide42

**VaDaq Centre Admin**

825 Provide Massage Using Pre-Blended Aromatherapy Oils

826 Apply Stone Therapy Massage

827 Provide Indian Head Massage

828 Provide Electrical Eplation

829 Provide Spa Treatments

830 Monitor And Maintain Spa Area

851 Apply Microdermabrasion

926 Explore The Origins Of Massage And Principles Of Complementary And Alternative Medicine

Group: 1

**Add New Student:**

\*First Name

Last Name

External Reference

Email

\*DOB dd/mm/yyyy

Gender ☐ M ☐ F

U LN

**Save New Student**

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search  [First Name] **Search Existing Student**

If you would like the student to use the e-portfolio please enter an email address.

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1) If the student is going to be using the e-portfolio enter an email address.

## Slide43

**VaDaq Centre Admin**

825 Provide Massage Using Pre-Blended Aromatherapy Oils

826 Apply Stone Therapy Massage

827 Provide Indian Head Massage

828 Provide Electrical Eplation

829 Provide Spa Treatments

830 Monitor And Maintain Spa Area

851 Apply Microdermabrasion

926 Explore The Origins Of Massage And Principles Of Complementary And Alternative Medicine

Group: 1

**Add New Student:**

\*First Name Demo

Last Name Guide

External Reference

Email

\*DOB 01/03/2000

Gender ☒ M ☐ F

U LN

**Save New Student**

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search a62079 [ITEC Student Reference] **Search Existing Student**

Student Name	DOB	Email
1 Demo test2 - E62079	01/01/1999	E62

**Save Existing Student**

Once all required details have been entered, select Save New Student.

javascript:doPostBack('d005cph158SaveNewStudent');

1) Once all required details have been entered, select Save New Student.





## Slide44

**VaDag Centre Admin**

Record Saved

The student has been added.

**Add New Student:**

First Name:

Last Name:

External Reference:

Email:

DOB: dd/mm/yyyy

Gender: ☐ M ☐ F

UIN:

[Save New Student](#)

**Add Existing Student:**

Note: for existing students, search student using Student Reference number to avoid creating duplicate student entries with different Reference numbers, or contact us.

Search:  [ITEC Student Reference](#) [Search Existing Student](#)

Student Name	DOB	Email	
1 Demo Test2 - 62078	01/01/1999	Ed	<a href="#">Save Existing Student</a>

1) The student has been added.

## Slide45

**VaDag Centre Admin**

Home

Badge Order Form

Overseas Exam Dates

Enrolment

Centre Booking

Theory OnScreen

Online IA Claim

Student Search

Login Admin

Campus

ePortfolio

Document Library

Help

Change Password

Logout

**Demo Test College (214477)**  
Centre Coordinator Jon Snow - EB1176

Booking ID	External Ref	Booking guide	Centre
B-15181	Transfer	No	Demo Test College (214477)
Category	On Screen	Yes	
Parent	Date Created	21/03/2019 11:17	
Theory Date			

**Note**  
Complete booking enrolments 12 weeks before the theory start date.  
**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after ADOING booking **qualifications & addresses**. Click [Send Booking Request/Preferences] link under **Review** tab.  
**IMPORTANT** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

[Edit](#) [Review](#) [Address](#) [Notes](#) [Qualification](#) [Add Student](#) [Add Real Student](#)

**Booking Enrolment** Go to the Review tab..

Bulk Import

Select Qualification:  
Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 Simplified Chinese

Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195 Simplified Chinese

RED indicates compulsory units. Green indicates optional units. If student is not required enrolment in any optional unit tick the **Disable** check box next to optional unit.

Disable	Qualification Unit
<input type="checkbox"/>	913 Monitor and Maintain Health and Safety Practice in the Salon
<input type="checkbox"/>	819 Working in The Beauty Related Industries
<input type="checkbox"/>	821 Client Care and Communication in Beauty Related Industries
<input type="checkbox"/>	822 Provide Body Massage
<input type="checkbox"/>	823 Provide Body Electrotherapy Treatments

[https://www.itecworld.co.uk/itec/college/Booking/Review.aspx?BookingID=...&enrpy\\_Treatments](https://www.itecworld.co.uk/itec/college/Booking/Review.aspx?BookingID=...&enrpy_Treatments)

1) Go to the Review tab..



## Slide46

**Booking Preferences**

Booking Category: Practical & Theory

Transfer: No

Application Date: 15/05/2019 07:00

College: Jan Snow - EB1176

Co-ordinator: 15/05/2019 07:00

Preference 1: 17/05/2019 07:00

Preference 2: 18/05/2019 07:00

Preference 3: 19/05/2019 07:00

Approx Days: 1

Is Consecutive: Yes

Coaches: 6

Theory Start Date: 15/05/2019 07:00

Theory End Date: 16/05/2019 07:00

On Screen: Yes

On Screen Exam: Yes

**Booking Stage**

#	Stage	IA Claim ID	Date
1	Created by centre		25/03/2019 16:28

Check the booking details.

If any of the details are incorrect, go back to the appropriate tab and make changes.

**Booking Actions**

- 1 Send Booking Request Preferences
- 2 Send Enrolments
- 3 Create First Free Onscreen Theory Real Booking

**Booking Qualification & Student**

Booking Qualification	Language	(Approx) No of Students	Student Count
1 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195	Simplified Chinese	3	2
2 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195	English	3	

### 1) Check the booking details.

If any of the details are incorrect, go back to the appropriate tab and make changes.

## Slide47

**Booking Actions**

- 1 Send Booking Request Preferences
- 2 Send Enrolments
- 3 Create First Free Onscreen Theory Real Booking

When you are satisfied that all the booking details are correct, select Send Booking Request Preferences.

**Booking Qualification & Student**

Booking Qualification	Language	(Approx) No of Students	Student Count
1 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195	Simplified Chinese	3	2
2 Level 3 Diploma in Advanced Beauty Therapy (500/9528/6) - 195	English	3	

**Booking Examiner Confirmation**

Examiner Name	Confirmed Date	Confirmed Days	Email	Exam Address

**Booking Reports**

- SP
- Referral Report
- Theory Referral Report

### 1) When you are satisfied that all the booking details are correct, select Send Booking Request Preferences.



## Slide48

**VedaQ Centre Admin**

Theory OnScreen  
Online IA Claim  
Student Search  
Login Admin  
Campus  
ePortfolio  
Document Library  
Help  
Change Password  
Logout

**Booking Preferences**

Booking Category: Practical & Theory  
Transfer: No  
Application Date: Jan Show - EB1176  
College Co-ordinator: 19/05/2019 07:00  
Preference 1: 17/05/2019 07:00  
Preference 2: 19/05/2019 07:00  
Approx Days: 1  
Is Consecutive: Yes  
Coaches: 6  
Theory Start Date: 19/05/2019 07:00  
Theory End Date: On Screen  
On Screen: Yes  
[OnScreen Exam](#)

**Booking Stage**

#	Stage	IA Claim ID	Date
1	Request from		21/03/2019 12:13
2	Created by centre		21/03/2019 11:17

Your booking request has been received by ITEC.

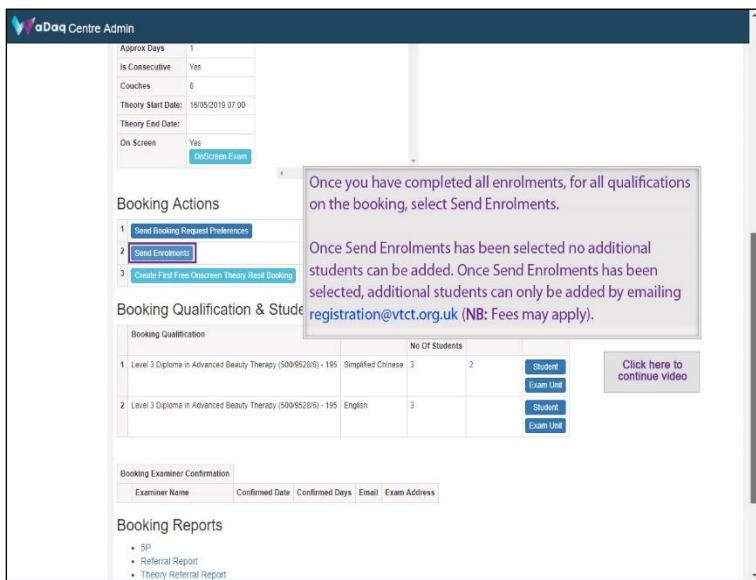
**Booking Actions**

- [Send Booking Request Preferences](#) Notify us after ADDING booking qualifications & addresses. Click [Send Booking Request Preferences] [Record saved](#)
- [Send Enrolments](#) IMPORTANT! Notify us after completing enrolments by clicking the [Send Enrolments] button

javascript:doPostBack('v005cp158SendBookingof', 'Click here after completing student enrolments to notify VTCT')

1) Your booking request has been received by ITEC.

## Slide49



**VedaQ Centre Admin**

Approx Days: 1  
Is Consecutive: Yes  
Coaches: 6  
Theory Start Date: 19/05/2019 07:00  
Theory End Date: On Screen  
On Screen: Yes  
[OnScreen Exam](#)

**Booking Actions**

- [Send Booking Request Preferences](#)
- [Send Enrolments](#)
- [Create First Free OnScreen Theory/Real booking](#)

**Booking Qualification & Students**

Booking Qualification	No Of Students	Student	Exam Unit
1 Level 3 Diploma in Advanced Beauty Therapy (50095288) - 195 Simplified Chinese	3	2	<a href="#">Student</a> <a href="#">Exam Unit</a>
2 Level 3 Diploma in Advanced Beauty Therapy (50095288) - 195 English	3		<a href="#">Student</a> <a href="#">Exam Unit</a>

[Click here to continue video](#)

**Booking Examiner Confirmation**

Examiner Name	Confirmed Date	Confirmed Days	Email	Exam Address

**Booking Reports**

- SP
- Referral Report
- Theory Referral Report

1) Once you have completed all enrolments, for all qualifications on the booking, select Send Enrolments.

Once Send Enrolments has been selected no additional students can be added. To add additional students email [registration@vtct.org.uk](mailto:registration@vtct.org.uk) - include the relevant student and qualification information and booking reference (**NB:** Fees may apply).



## Slide50

**aDaq Centre Admin**

Complete booking enrolments 12 weeks before the theory start date.

**Aesthetics Exams:** learners need to be registered/enrolled 14 weeks prior to exam sitting external/practical. Notify us after **ADDING** booking qualifications & addresses. Click [Send Booking Request Preferences] link under **Review** tab.

**IMPORTANT:** Notify us after completing **enrolments** by clicking the [Send Enrolments] button at the bottom of the screen under **Review** tab.

**Booking Preferences**

Booking Category: Practical & Theory

Transfer: No

Application Date:

College Co-ordinator: Jon Snow - EB1176

Preference 1: 19/05/2019 07:00

Preference 2: 17/05/2019 07:00

Preference 3: 18/05/2019 07:00

Approx Days: 1

Is Consecutive: Yes

Coaches: 6

Theory Start Date: 19/05/2019 07:00

Theory End Date:

On Screen: Yes

**Booking Stage**

#	Stage	IA Claim ID	Date
1	Enrol rcvd online		21/03/2019 12:14
2	Request rcvd		21/03/2019 12:13
3	Created by centre		21/03/2019 11:17

Your enrolments have been received by ITEC.

[Replay video](#)

**Booking Actions**

- 1 [Send Booking Request Preferences](#) Notify us after **ADDING** booking qualifications & addresses. Click [Send Booking Request Preferences] [Record request](#)
- 2 [Send Enrolments](#) **IMPORTANT:** Notify us after completing enrolments by clicking the [Send Enrolments] button [Email Centre](#)

1) Your enrolments have been received by ITEC.

## Help and support

Tel: +44 (0) 2380 684500

Lines are open: 08:45-17:00 (GMT) Mon-Thurs

08:45-16:30 (GMT) Friday

Email: [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk)



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	02/04/2019	New document	Customer Support Manager
2	Customer Support Manager	18/08/2020	Document reviewed	Customer Support Manager

## Document Review

Role	Review Status
IT Manager (iTEC)	Reviewed

## Document Owner

Document Owner	Document shared with
Customer Support Manager	

## Document Sign-off

Role	Sign-off Date
Customer Support Manager	02/04/2019